

SECRETARY TO THE CITY MANAGER (UC)

DEFINITION

Under direction of the City Manager, performs responsible independent secretarial and routine administrative work. Supervises the office staff support activities. Performs other related duties as required.

EXAMPLES OF DUTIES

In person or on the telephone interviews and secures information from a variety of callers, answers questions and resolves issues or refers issues to appropriate individuals. Provides information relative to limited phases of City or Office policy. Uses a variety of business software to prepare, letters, memoranda, reports, and other documents from rough drafts, verbal instructions or applying independent knowledge of City or departmental policies, procedures and operations. Coordinates meetings including scheduling, and agenda preparation. Follows up on action items resulting from meetings. Performs assignments calling for the use of judgment and experience in making decisions in accordance with established policies and procedures. Maintains general office files and other records Maintains office files and other records and assures confidentiality and security of information and materials of a classified or confidential nature. May take and transcribe dictation. Supervises and trains department staff support personnel as assigned. Participates and may lead departmental quality improvement projects. Performs related work as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The Secretary to the City Manager performs a wide variety of tasks with considerable responsibility and political sensitivity exercised in segregating important matters to be brought to the attention of the City Manager. A great deal of independent judgment is required in making decisions in accordance with established policies and in relieving the City Manager of operating details such as preparing routine correspondence and the interviewing of callers.

MINIMUM BASIC QUALIFICATIONS

Education and experience equivalent to completion of two years of college-level coursework, preferably including college-level business and office management courses, and considerable experience performing moderately difficult clerical work, including some supervisory responsibility, including or supplemented by office software application and stenographic courses, and; or any equivalent combination of experience and education which provides the desirable knowledge, skills, and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Office practices, procedures and equipment; business English, spelling and arithmetic; basic principles of public and business administration; standard record maintenance procedure.

Skill in: Taking and transcribing dictation; accurate typing/word processing at a rate of speed necessary to meet job requirements.

Ability to: Exercise discretion and good judgment; make independent decisions consistent with established precedents and departmental policy; be resourceful in meeting new problems; make a variety of arithmetic computations and tabulations with speed and accuracy; train and supervise subordinate clerical personnel; meet the public; maintain satisfactory relationships with other employees.

Reviewed/revised on _____ by _____
Date Name

Title